

CONFIDENTIAL

OPERATIONS DIRECTORATE SUPPORT OFFICERS NOTES

16 October 1974

1. Items of interest from the DDO Staff Meeting - 16 October

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a. Budget. [] Office of the Comptroller, discussed the forthcoming budget hearings. Responsibility for the defense of the DDO budget will rest primarily with the Divisions and Staffs. He discussed a few of the procedures which should be followed and commented that the \$5 billion reduction in the overall government budget will certainly have an impact in the Agency. Statistically the picture looks bleak and we should anticipate a searching review.

b. Collective Addressees. Mr. Blee mentioned that there had been some abuse of the collective addressee system. Cable originators should not use the collective addressees merely as an item of convenience when it will mean the cable will be going to addressees who really have no need for the substance. The Divisions are requested to carefully review outgoing multiple addressee cables and list the specific stations when appropriate.

c. Communications. In reviewing the Annual Personnel Plan, the DCI noted that he would like to have more large gatherings in the Auditorium where Deputy Directors could discuss various subjects with a larger number of people. The DDO also feels this is a worthwhile effort.

2. Other items of interest.

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b. Reassignments. Effective Monday, 14 October, Mr. [] presently Chief of [] NE Division, will be designated Deputy Director of the Office of Technical Services, DDS&T.

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c. Thefts. There has been a rash of thefts in the Headquarters Building. Division and Staff Support Chiefs should suggest to personnel that they not use valuable personal items as office decorations. If they do, they should be put away at night.

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d. Security. Security violations for the DDO in August were almost double those for July. Please see that this is stressed at your component staff meeting and that office security procedures are carefully followed.

e. FLSA Notification Cards. The cards which were prepared by the Office of Personnel for distribution to employees have now been delivered. These cards notify each individual whether he/she is covered by the provisions of Fair Labor Standards (FLSA), or exempt. All employees with cover considerations should be advised that, although these cards are not classified, they are unique to the Agency and should be treated as classified material. Thus, they should not be taken home or handled carelessly.

f. [] seems to be feeling great after his surgery and is ready to go home and enjoy his convalescence. [] will return to work on October 21.

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